



Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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ANNUAL REPORT/SCHOOL PERFORMANCE FACT SHEET MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

The California Education Code (CEC) section 94934 requires all approved institutions to submit an Annual Report to the Bureau for Private Postsecondary Education (Bureau). Pursuant to Title 5, California Code of Regulations (CCR) section 74110(d), the Annual Report is due by Sept 1 of each year.

If the institution has NOT submitted all required documentation for the 2011 and or 2012 Annual Report, please submit the report(s) in entirety immediately. Failure to submit an Annual Report and required supporting documentation may lead to disciplinary action.

If you have any questions regarding the Annual Report, please contact the Bureau at (916) 431-6959.

Instructions: For each numbered item listed below:

1. Submit the requested documentation/information;
2. Complete and sign the declaration at the end of this document.

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- 1. Please submit in an organized electronic format, on a flash drive or CD, the data **bolded and underlined** below, that is required to be maintained pursuant to CCR 74112(h). The remaining data may be verified during the onsite compliance inspection. **For the purpose of the compliance inspection you are only required to provide data to support the past two years Annual Report/School Performance Fact Sheet.****

CCR section 74112(h) requires documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a School Performance Fact Sheet, and shall include at a minimum: **student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student.** Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.

- 2. Please submit the institution's current School Performance Fact Sheet for each educational program.**

CEC section 94910 requires the institution provide a School Performance Fact Sheet to a prospective student prior to enrollment containing minimum information as it relates to the educational program the student is enrolling in.

CEC section 94928(c) requires completion data to be separately stated for each campus or branch of the institution.

CEC section 94934(a)(4) and CCR section 74110(d) require the institution to submit a School Performance Fact Sheet as part of their Annual Report as required by CEC section 94910.

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title